

# Vacancy Announcement

WRITER-EDITOR GS-1082-09

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Announcement Number: NW1082

Date Opens: NOW

Date Closes: 12 January 2004

Location: Bureau of Medicine and Surgery

Area Of Consideration: Federal Agencies – Commuting Area

**About Us:** This position is located in the Office of the Specialist Assistant for Public Affairs, Bureau of Medicine and Surgery. The office implements and directs the Navy Medicine Department's public affairs programs, advises the Navy's Surgeon General on public affairs matters, and informs internal and external audiences of the department's programs and policies through speeches, new releases, periodic publications and responding to inquiries from the public and the media.

**About the Job:** As a writer-editor in the Office of the Special Assistant for Public Affairs, the incumbent writes articles for publication and administrative/clerical support to the Public Affairs Staff. The incumbent is responsible for the following: writes original articles/stories for publication and edits articles submitted for publication in weekly Navy/Marine Corps Medical News (MEDNEWS); documents and reviews manuscripts for publication, including sensitive and controversial manuscripts; provides command photography for command functions such as awards, ceremonies, promotions and VIP visits; serves as office receptionist, responsible for the daily office operation, including drafting correspondence, filing and ordering supplies; assists in the creation and maintenance of office mailing lists and directories; compiles scrapbooks for the Surgeon General of the Navy by collecting press clippings and photographs; assists Public Affairs staff with gathering information and materials for response to media, public and staff queries. Does not respond directly to media; and creates and maintains biographies for the Surgeon General of the Navy and high ranking Medical Department Flag Officers.

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